



## CALIFORNIA STATE CONTROLLER'S OFFICE

PROMOTIONAL EXAMINATION FOR

### Data Processing Manager I

MONTHLY SALARY RANGE

\$5,318-\$6,789

**Note: The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.**

#### Final Filing Date

4/15/2009

#### Interview Date

It is anticipated that the Examination Interviews will be held during MAY/JUNE 2009.

#### Who May Apply

**This is a departmental promotional examination for the State Controller's Office employees.**

1. Applicants must have a permanent civil service appointment with SCO as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

For applicants under items 2,3 or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

#### How to Apply

##### **Submit Examination Application (STD. Form 678)**

By Mail to:

State Controller's Office

HR - Examination Unit

P.O. Box 942850-5877

Sacramento, CA 95814

ATTN: David Spring

In Person to:

State Controller's Office

HR - Examination Unit

300 Capitol Mall, 3rd Floor

Sacramento, CA 95814

ATTN: David Spring

**Please indicate specific exam title that you are applying for on the application. All applications must also include the "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications received without this information will be rejected.**

##### **DO NOT FILE YOUR APPLICATION WITH THE STATE PERSONNEL BOARD.**

#### Special Testing Arrangements

If you have a disability and need special testing arrangements, mark the appropriate box of the Examination Application. You will be contacted about specific arrangements.

<b>Requirements for Admittance into the Examination</b>	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.</p> <p>Either I</p> <p>One year of experience in the California state service performing electronic data processing duties of a class with a level of responsibility equivalent to Information Systems Technician Supervisor II.</p> <p>Or II</p> <p>Four years of progressively responsible experience in EDP systems design, programming, or operations, at least two years of which shall have been in a supervisory assignment. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Information Systems Technician Supervisor II.)</p> <p><b>Education Experience:</b> The following educational background is required of all competitors who wish to be given credit for experience under the outside experience pattern for any level: Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
<b>The Position</b>	<p>This is the first full management level responsible for planning, organizing, coordinating and reviewing the activities of a data processing staff through subordinate supervisors or may (1) direct all activities in a small EDP organization with responsibility for any combination of analysis, programming, processing, computer operation, and related functions, or (2) direct a group of data processing analysts at the journeyman level.</p>
<b>Scope</b>	<p><b>A. Knowledge Of:</b></p> <ol style="list-style-type: none"> <li>1. Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation.</li> <li>2. Employee supervision, training, development and personnel management.</li> <li>3. Current computer industry technology and practices.</li> <li>4. Principles of data processing systems design, programming, operations, and controls.</li> <li>5. State level policies and procedures relating to EDP.</li> <li>6. The department's goals and policies.</li> <li>7. Department's Equal Employment Opportunity objectives.</li> <li>8. A manager's role in the Equal Employment Opportunity programs and the processes available to meet the Equal Employment Opportunity objectives.</li> </ol> <p><b>B. Ability To:</b></p> <ol style="list-style-type: none"> <li>1. Develop and evaluate alternatives, make decisions and take appropriate action.</li> <li>2. Establish and maintain priorities.</li> <li>3. Effectively develop and use resources.</li> <li>4. Identify the need for and assure the establishment of appropriate administrative procedures.</li> <li>5. Plan, coordinate and direct the activities of a data processing staff.</li> <li>6. Make effective use of interdisciplinary teams.</li> <li>7. Reason logically and creatively and use a variety of analytical techniques to resolve managerial problems.</li> <li>8. Present ideas and information effectively, both orally and in writing.</li> <li>9. Consult with and advise administrators and other interested parties on a variety of subject- matter areas, translating technical data processing terms into everyday language.</li> <li>10. Gain and maintain the confidence and cooperation of others.</li> <li>11. Effectively contribute to the department's Equal Employment Opportunity objectives.</li> </ol>

**General Information** *It is the candidate's responsibility* to contact the State Controller's Office, Examination Unit (916) 324-0811, three days prior to the written test date if the candidate has not received a Notice.

*For an examination without a written feature* it is the candidate's responsibility to contact the State Controller's Office, Examination Unit (916) 324-0811, three weeks after the final file date if the candidate has not received a progress Notice.

*If a candidate's Notice* of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error, the candidate will be rescheduled upon written request.

*Applications are available* at State Personnel Board offices, local offices of the Employment Development Department and the State Controller's Office, or you may log onto [www.sco.ca.gov](http://www.sco.ca.gov).

*If you meet the requirements* stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

*The State Controller's Office* reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Criminal Record Clearance Information:** Some positions, within various divisions of the State Controller's Office, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

<b>Examination Information</b>	This examination will consist of a Qualifications Appraisal Interview weighted 100%. The interview will include predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. If the candidate pool is low, SCO may change the exam process to an E & E.
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**COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualification Appraisal-Weighted 100%

<b>Eligibility List Information</b>	A departmental promotional eligible list will be established for the State Controller's Office. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
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<b>Veterans and Career Points</b>	Veterans' preference credits are not granted in promotional examinations.
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**GENERAL INFORMATION**

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*For an examination without a written feature* it is the candidate's responsibility to contact the State Controller's Office, Examination Unit (916) 322-6203, three weeks after the final file date if the candidate has not received a progress Notice.

*If a candidate's Notice* of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error, the candidate will be rescheduled upon written request.

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***Interview Scope:*** If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress made in their efforts toward self-development.

***Rule 235:*** An employee who has moved from one agency to another agency without a break in service may participate in the promotional examination for the agency from which that employee moved while employed under probationary status, limited-term appointment, or temporary authorization (TAU). If a promotional examination is being held for an agency to establish an employment list for an administrative, professional or technical class, an employee of another agency who is otherwise eligible may participate, if that employee had promotional eligibility in the designated agency at any time within three years of the date of the examination and has had no subsequent break in state service by resignation, non disability retirement or removal for cause.

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**TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device**

**California Relay Telephone Service for the deaf or hearing impaired  
From TDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922**

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**UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.**

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.